

13 MARCH 1998



Financial Management

**VICINITY TRAVEL BY PRIVATELY OWNED
VEHICLE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 375 AW/FMF (Lt Rimstad)
Supersedes Scott AFB Instruction 65-201,
31 March 1995

Certified by: 375 AW/FMF (Capt Daniel E. Johll)
Pages: 4
Distribution: F

This instruction prescribes procedures used to establish conditions, controls, and authority to reimburse personnel for using a privately-owned vehicle (POV) or commercial transportation to conduct official business in and around the local area. It applies to all personnel assigned or attached to Scott Air Force Base.

SUMMARY OF REVISIONS

This instruction was revised to include a new local area determination. A bar (|) indicates a change since the last revision.

1. Local Area Determination. The following roads will determine the boundaries of the local area. A local area map, [Attachment 1](#), has the boundaries highlighted in black. All areas within these boundaries are considered within the local area. All other areas/locations not included below are considered outside the local area, and normal temporary duty allowances and restrictions will apply.

1.1. Northern Border. The northern boundary is formed by Highway 140 between Greenville and Alton, Highway 3 between Highways 143 and 140, Highway 143 between Highways 367 and 3, Highway 367 between Highways 143 and 94, Highway 94 between Highway 143 and Secondary State Highway C/B, Secondary State Highway C/B between Highway 94 and Interstate 70, and Interstate 70 between Secondary State Highway C/B and Highway 40.

1.2. Western Border. The western boundary is formed by Highway 40 between Interstate 70 and Highway 340, Highway 340 between Highways 40 and 100, Highway 100 between Highways 340 and 109, and Highway 109 between Highway 100 and Interstate 44.

1.3. Southern Border. The southern boundary is formed by Interstate 40 between Highways 109 and 141, Highway 141 between Interstate 44 and Interstate 55, Interstate 55 between Highway 141 and Interstate 255, Interstate 255 between Interstate 55 and Highway 3, Highway 3 between Interstate 255

and Highway 156, Highway 156 between Highways 3 and 13, Secondary State Highway 8 between Highways 13 and 4, Highway 4 between Highways 156 and 15, Highway 15 between Highways 4 and 127.

1.4. Eastern Border. The eastern boundary is formed by Highway 127 between Highways 15 and 140.

2. Responsibilities. Government vehicles should be used to the fullest extent to satisfy local travel requirements. To accomplish this and conserve travel funds, managers at all levels must, where possible, schedule requirements well in advance. The Base Vehicle Operations Office, 375 TRNS/LGTO, requires as much advance notice to assure availability of vehicle support. These procedures will be followed:

2.1. Traveler. When advised of a local travel requirement, the individual should request government vehicle support from 375 TRNS/LGTO.

2.1.1. In accordance with AFI 24-301, *Vehicle Operations*, para 1.2.5.5., each host base transportation squadron is required to establish a permissible operating distance (POD) around the base in which Department of Defense (DoD) owned or leased motor vehicles may operate without the approval of the host transportation squadron. The DoD maintains emergency and wartime requirements that cannot be met from commercial carriers. Requirements in excess of DoD capabilities shall be met by the use of commercial carriers. The POD is that distance from the installation that a government vehicle travels before competing with commercial carriers. The established Scott AFB POD is a 45-mile radius.

2.1.2. The following agencies are automatically exempt from the POD: Air Force Courier Transfer Stations, Armed Forces Courier Service, Air Force Bands, Air Force Academy, and the Air Force Office of Special Investigation. Other units that operate beyond this radius on a regular basis must submit a written request to 375 TRNS/LGTO for approval to exceed the POD. Any unit that exceeds the POD on a one-time basis must coordinate the approval of the trip with the Vehicle Operations Chief Dispatcher, 375 TRNS/LGTO, 256-3201.

2.2. Orders Issuing/Approving Official. When government vehicle support is not available, determine alternate mode of transportation. If a POV is determined advantageous, inform the traveler. **NOTE:** You cannot direct a member to use a POV for official business.

2.3. Vehicle Operations' Office. Where possible, provide government vehicle support to satisfy local travel requirements. If government vehicles cannot be made available, advise the requester.

3. Reimbursement Procedures. After travel is completed, the individual who was authorized travel by POV will:

3.1. Complete Standard Form (SF) 1164, **Claim for Reimbursement for Expenditures on Official Business**; sign and date the Claimant's Block, Item 10.

3.2. Obtain the signature of their Orders Issuing/Approval Official in Item 8, SF-1164, along with the expenditure.

3.3. Forward the completed claim to the Travel Section, Financial Services Office, 375 AW/FMFC, for processing and payment.

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Attachment 1

LOCAL AREA MAP W/BOUNDARIES

